

Childcare center cleaning checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Daily checklist Through the day and after children leave

TASK	TIME	INITIALS
Rooms		
☐ Clean and sanitize tables before and after every meal and snack		
☐ Put mouthed toys in a “to be cleaned” tub, and wash them before they’re used again		
☐ Wipe door handles, light switches, gate latches and taps		
☐ Clean up spills, vomit and body fluids straight away Wear gloves, clean, then disinfect, and keep children away until it’s dry.		
☐ Vacuum carpets and rugs, and mop hard floors		
Eating areas		
☐ Clean high chairs, trays and booster seats after each use		
☐ Wash and sanitize plates, cups, bottles and utensils		
☐ Clean the kitchen benches, sink and fridge handles		
Bathrooms and diaper area		
☐ Clean and disinfect toilets, potties, sinks and taps		
☐ Clean and disinfect the change mat after every change		
☐ Refill soap, paper towels, gloves and wipes		
☐ Empty the diaper bins and replace their liners		
☐ Mop the bathroom floors		
Sleep area		
☐ Air the sleep room		
☐ Check each child has their own clean bedding, and change anything soiled		
End of day		
☐ Empty all bins and replace their liners		
☐ Wash cloths, bibs, mop heads and aprons		
☐ Lock away cleaning products, out of children’s reach		
☐ Initial and date the cleaning record		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Weekly checklist Once a week, after children leave

TASK	TIME	INITIALS
Toys and resources		
☐ Wash all hard toys and play equipment in detergent and water, then dry them		
☐ Machine-wash soft toys, dress-up clothes and puppets		
☐ Clean the art, sensory and water-play equipment		
☐ Throw out playdough and anything that can't be cleaned		
Bedding and soft furnishings		
☐ Wash every child's bedding, and more often if it's soiled		
☐ Clean the cot and mat mattresses		
☐ Wash cushion covers, rugs and curtains on a rotating schedule		
Kitchen and storage		
☐ Clean the fridge inside, and throw out food past its date		
☐ Wipe shelves, cupboards and storage tubs		
Rooms and outdoor areas		
☐ Clean walls, doors and windows up to children's height		
☐ Vacuum under and behind furniture		
☐ Clean outdoor tables, chairs and play equipment		
☐ Clean and disinfect the bins		
☐ Check cleaning supplies and order more		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____